

Walkthrough Name	Site	Template Name
Preview Template		Grant County Custodial Walkthrough
Category	Start Date / Time	End Date / Time
<none>	Jan 22, 2018 07:30 PM	

Shift
1.1 Shift <ul style="list-style-type: none"> • Day Shift • Night Shift

Hallway Environment

2.1 Hallway Checklist

- Floor free of debris
- Floor swept
- Floor mopped
- Floor free of marks
- Floor buffed
- Molding clean
- Lockers dust free
- Water fountains clean
- Internal doors closed and locked
- External doors closed and locked
- N/A

Classroom Environment

3.1 High Areas Checklist

- Windows clean
- Blinds dusted and properly maintained
- Dust free
- HVAC clean
- Damaged ceiling tiles
- Light fixtures clean and in working order
- N/A

3.2 Low Areas Checklist

- Tile buffed and shiny
- Carpet clean
- Tile clean
- Trash cans empty
- Dust free
- N/A

3.3 Vertical Areas Checklist

- Shelves clean
- Desktops clean and free of marks
- Board tray clean
- Dust free
- N/A

Cafeteria Environment

4.1 Cafeteria Checklist

- Table tops clean
- Floors free of food
- Floors swept
- Floors mopped
- Floors buffed
- Trash removed
- Windows clean
- N/A

Restroom Environment

5.1 Restroom Checklist

- Floors free of debris
- Floors swept
- Floors mopped
- Floors buffed
- Safe mopping procedures followed
- Spigots/Urinals and Commodes shut off
- Paper products stocked
- Lavatories clean
- Commodes/urinals flushed
- Partitions/walls clean
- Showers clean and disinfected
- Odor free
- Soap products stocked
- Trash removed
- N/A

Outside Environment

6.1 Outside Checklist

- Sidewalks swept
- Debris picked up
- Grass cut
- Snow removed
- Trimming complete
- Outside windows/doors cleaned
- Doors locked
- N/A

Safety

7.1 **Fire extinguishers and emergency lighting checked in past month? (Add date in comment section)**

- Yes
- No
- N/A

7.2 **Additional Comments:**
